



Africa RISING Dataverse Quick-Start Guide

August 2017

Africa RISING Dataverse: <https://dataverse.harvard.edu/dataverse/AfricaRISING>

As part of its mission to document and publish datasets collected as part of the Africa Research in Sustainable Intensification for the Next Generation (Africa RISING) program, the Africa RISING M&E team at the International Food Policy Research Institute (IFPRI) has stored Africa RISING-generated datasets through a data repository platform (CKAN) maintained by the International Livestock Research Institute (ILRI). In February 2017, the Africa RISING PCT agreed that Africa RISING-generated data would be better stored in a Harvard Dataverse site to overcome operational challenges (needed staff time from data hosts, desired functionalities requiring additional programming to be embedded, data reliability and technical challenges, and streamlined and direct management of the data repository by IFPRI).

Working with ILRI and IFPRI's Communications and Knowledge Management (CKM) team, the Africa RISING M&E team has migrated Africa RISING data from CKAN to the new [Africa RISING Dataverse](https://dataverse.harvard.edu/dataverse/AfricaRISING). This quick-start guide discusses the main steps for requesting access to datasets, adding datasets and files, metadata management, version control, and publishing datasets.


Topics Covered


- A. Requesting Access
- B. Adding a New Dataset
- C. File Handling + Uploading
- D. Edit File Metadata
- E. Replace Files
- F. Publish Dataset

A. Requesting Access


If you have an institutional e-mail address through which you would like to access the Dataverse, log in by clicking "Log In" in the top right corner of any page in the Dataverse.




To request access to data, navigate to the dataset or file you want to access and click the "Download" button.


 **Dataverse** Q About User Guide Support Sign Up

 **Africa RISING Dataverse** (International Food Policy Research Institute (IFPRI)) Africa RISING

Harvard Dataverse > International Food Policy Research Institute (IFPRI) Dataverse > Africa RISING Dataverse > Ethiopia Africa Research in Sustainable Intensification for the Next Generation (Africa RISING) Baseline Evaluation Survey > **001_Ethiopia ARBES Household FINAL.pdf**


 Metrics 77 Downloads


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001_Ethiopia ARBES Household FINAL.pdf Version 1.1

International Food Policy Research Institute (IFPRI), 2016, "Ethiopia Africa Research in Sustainable Intensification for the Next Generation (Africa RISING) Baseline Evaluation Survey", doi:10.7910/DVN/H6RWOO, Harvard Dataverse, V1, UNF:6/4+xxJBIt02KplCoQeiPSg==; 001_Ethiopia ARBES Household FINAL.pdf [fileName]

 Cite Data File ▾

 Learn about [Data Citation Standards](#).

Adobe PDF - 1010.8 KB - Last Updated: Apr 15, 2016
 MD5: 87c5fdc4e1e6dbb70c3713c611e14a45
 This is the household questionnaire.

Documentation
Household survey
Questionnaire

If you have not signed into the Dataverse, you will be presented with a screen requesting additional information: your name, e-mail address, institution, and position.

Download File

 Please confirm and/or complete the information needed below in order to download files in this dataset.

Terms of Use



This work is licensed under a [Creative Commons Attribution 4.0 International License](#).

Name *

Email *

Institution *

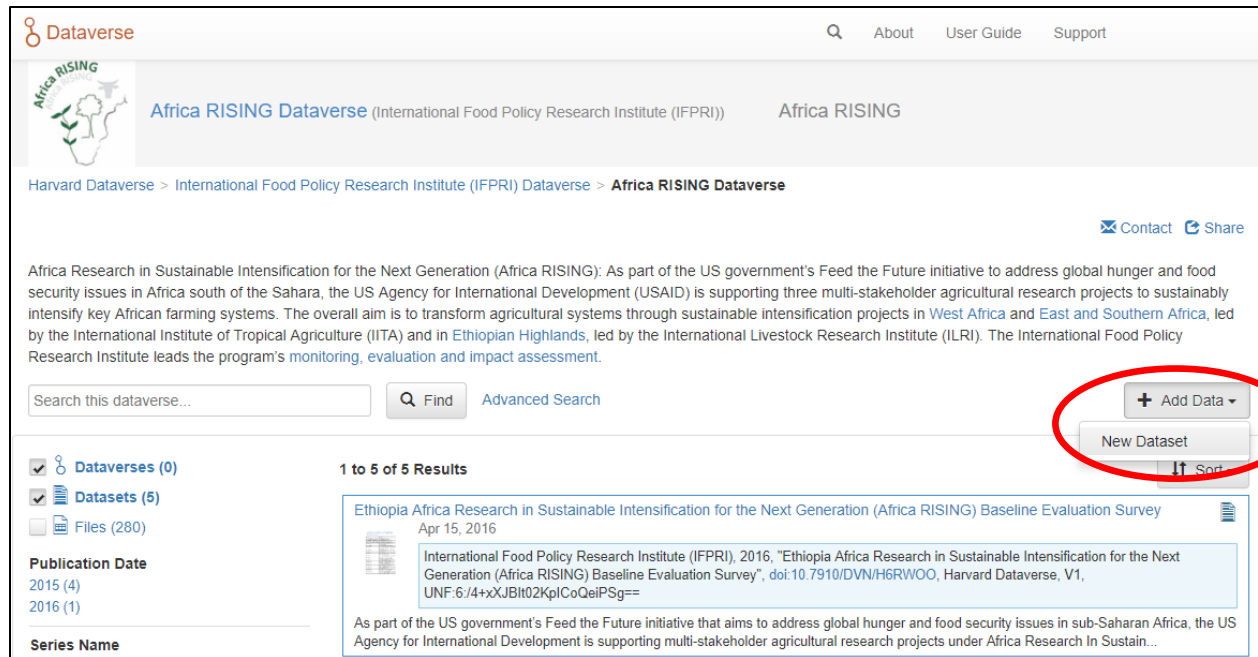
Position

Accept

Cancel

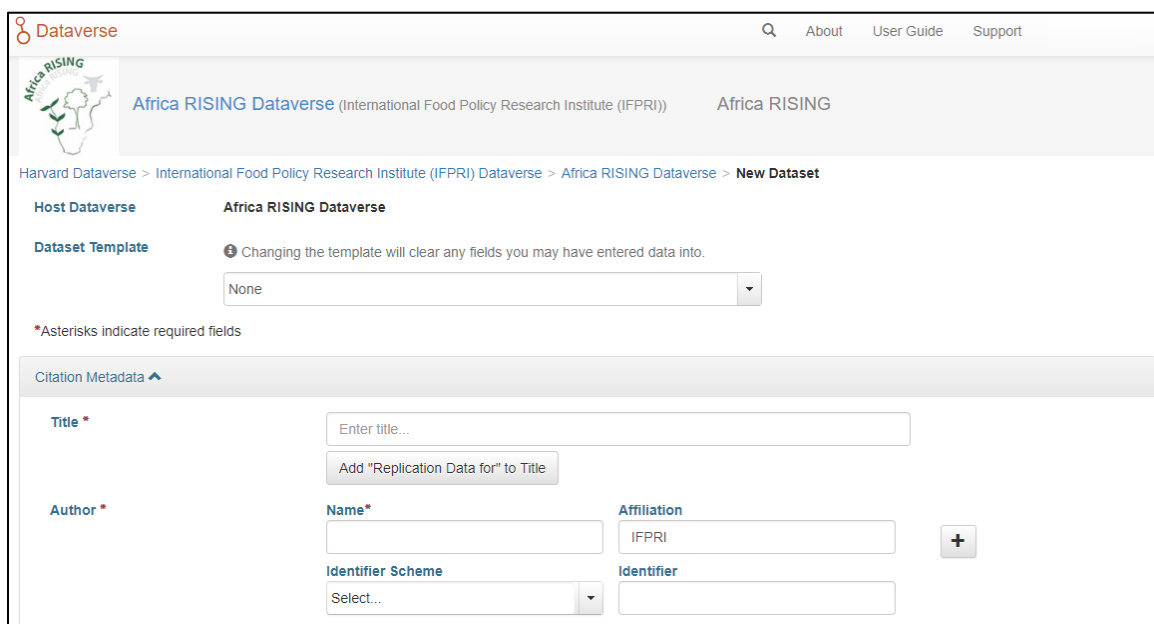
B. Adding a New Dataset

1. Navigate to the Dataverse in which you want to add a dataset.
2. Click on the “Add Data” button and select “New Dataset” in the dropdown menu.



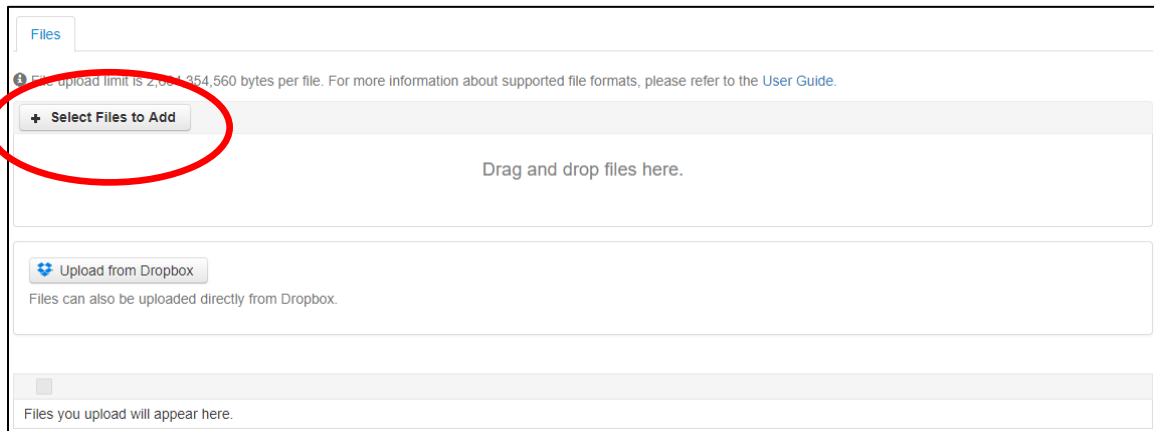
The screenshot shows the Africa RISING Dataverse homepage. The header includes the Dataverse logo and navigation links (About, User Guide, Support). The main content area features the Africa RISING logo and a description of the program. A search bar is present with a 'Find' button and a link to 'Advanced Search'. On the right side, the '+ Add Data' button is circled in red, with a dropdown menu showing 'New Dataset' as the selected option. The left sidebar contains filters for 'Dataverses (0)', 'Datasets (5)', and 'Files (280)', along with a 'Publication Date' filter showing '2015 (4)' and '2016 (1)'. The main results area shows '1 to 5 of 5 Results' for the 'Ethiopia Africa Research in Sustainable Intensification for the Next Generation (Africa RISING) Baseline Evaluation Survey'.

1. To get started, enter at minimum all the required fields with an asterisk to get a Data Citation with a DOI (e.g., the Dataset Title, Author, Description, Contact Email and Subject). Please try to be as complete as possible in this section, and fill in all available metadata.

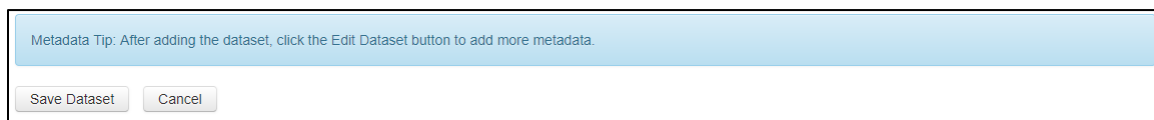


The screenshot shows the 'New Dataset' form in the Africa RISING Dataverse. The form is titled 'New Dataset' and includes a breadcrumb trail: 'Harvard Dataverse > International Food Policy Research Institute (IFPRI) Dataverse > Africa RISING Dataverse > New Dataset'. The 'Host Dataverse' is set to 'Africa RISING Dataverse'. The 'Dataset Template' is set to 'None'. A note states: 'Changing the template will clear any fields you may have entered data into.' Below this, a note indicates: '*Asterisks indicate required fields'. The 'Citation Metadata' section is expanded, showing fields for 'Title *', 'Author *', 'Name *', 'Affiliation', 'Identifier Scheme', and 'Identifier'. The 'Title' field has a placeholder 'Enter title...' and a button 'Add "Replication Data for" to Title'. The 'Author' field is empty. The 'Name' field is empty. The 'Affiliation' field is set to 'IFPRI'. The 'Identifier Scheme' is set to 'Select...'. The 'Identifier' field is empty. A '+' button is located next to the 'Affiliation' and 'Identifier' fields.

2. Scroll down to the “Files” section and click on “Select Files to Add” to add all the relevant files to your Dataset. You can also upload your files directly from your Dropbox. **Tip:** You can drag and drop or select multiple files at a time from your desktop, directly into the upload widget. Your files will appear below the “Select Files to Add” button where you can add a description and tags (via the “Edit Tag” button) for each file.

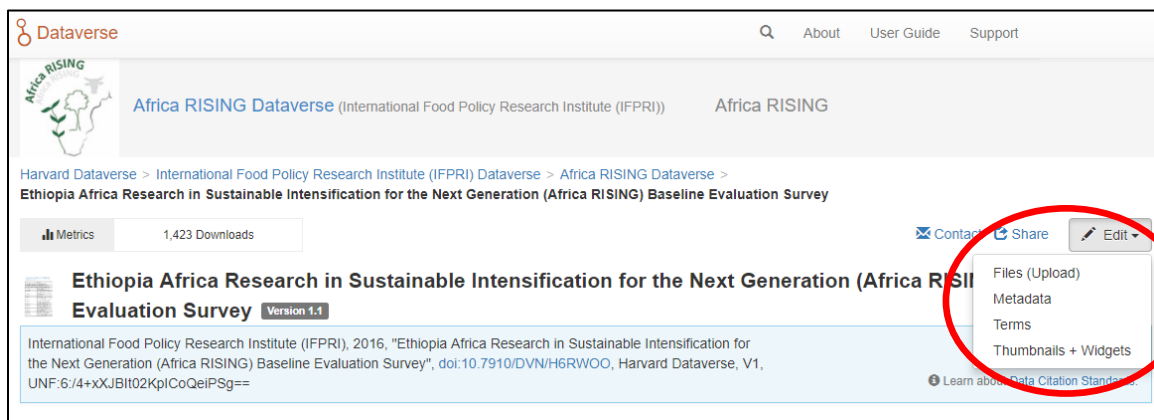


3. Click the “Save Dataset” button when you are done. Your unpublished dataset is now created. You can add additional metadata once you have completed the initial dataset creation by going to Edit Dataset > Metadata.

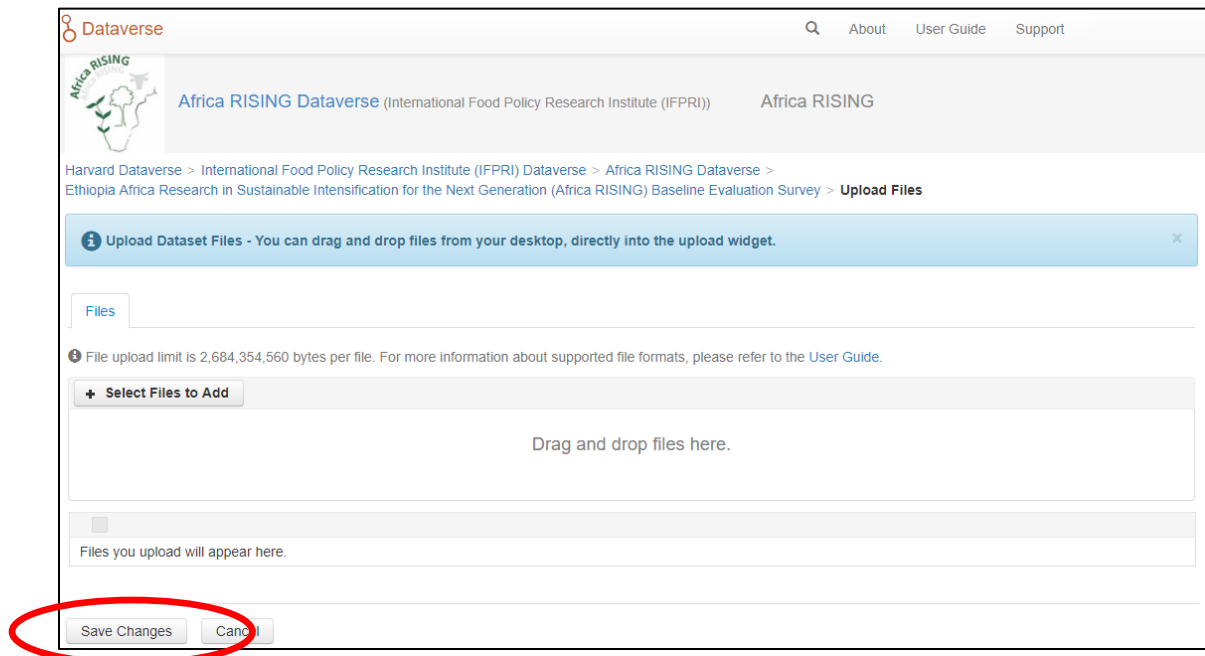


C. File Handling + Uploading

To upload new files to a dataset, click the “Edit” button at the top of the dataset page and from the dropdown list select “Files (Upload)”. From either option you will be brought to the Upload Files page for that dataset.



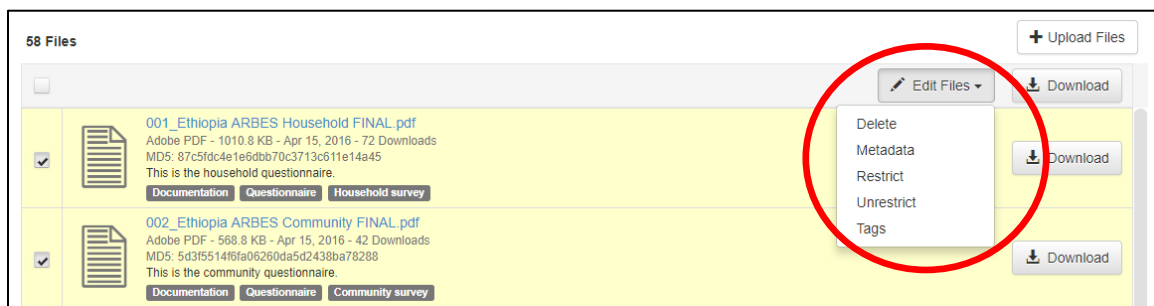
Once you have uploaded files, you will be able to edit the file metadata, restrict, add tags. Click “Save Changes” to complete the upload. If you uploaded a file by mistake, you can delete them before saving by clicking the checkbox to select the file, and then clicking the “Delete” button above the files table.



D. Edit File Metadata

Go to the dataset you would like to edit where you will see the listing of files. Select the files you would like to edit by using either the Select All checkbox or individually selecting files. Next, click the “Edit Files” button above the file table and from the dropdown menu select if you would like to:

- Delete the selected files
- Edit the file metadata (file name, description) for the selected files
- Restrict the selected files
- Unrestrict the selected files (only if the selected files are restricted)
- Add tags to the selected files

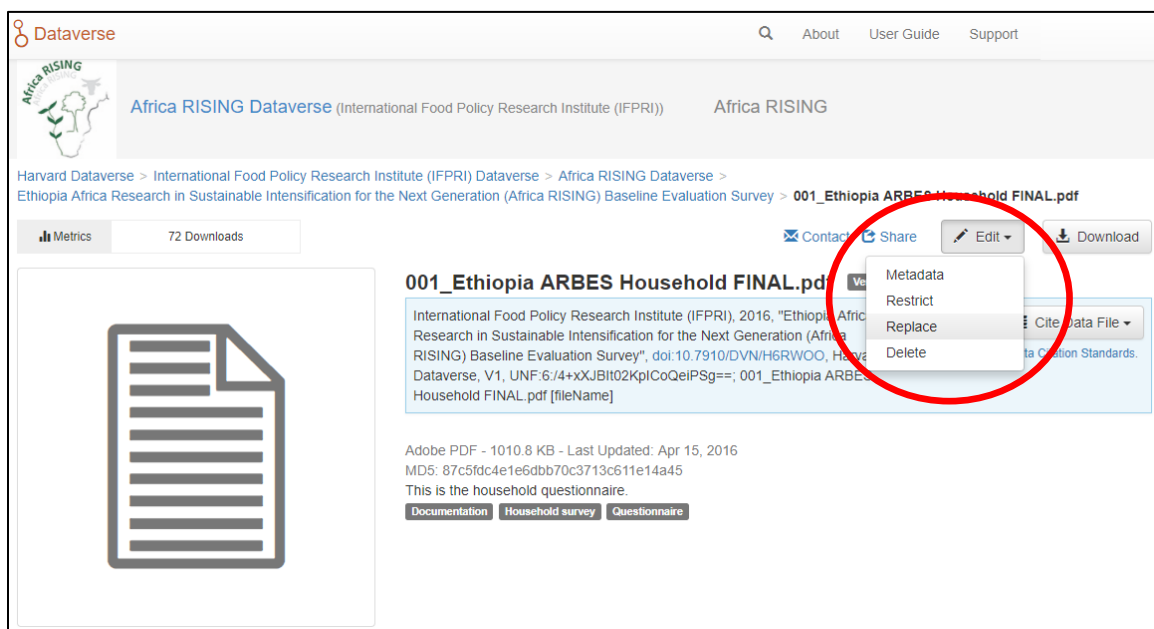


You will not have to leave the dataset page to complete these action, except for editing file metadata, which will bring you to the Edit Files page. There you will have to click the “Save Changes” button to apply your edits and return to the dataset page.

E. Replace Files

In cases where you would like to revise an existing file rather than add a new one, you can do so using our Replace File feature. This will allow you to track the history of this file across versions of your dataset, both before and after replacing it. This could be useful for updating your data or fixing mistakes in your data.

Go to the file page for the file you would like to replace, click on the “Edit” button, and from the dropdown list select “Replace”. This will bring you to the Replace File page, where you can see the metadata for the most recently published version of the file and you can upload your replacement file. Once you have uploaded the replacement file, you can edit its name, description, and tags. When you’re finished, click the “Save Changes” button.



After successfully replacing a file, a new dataset draft version will be created. If you were at version 1 of your dataset, depending on the types of changes you had made, you would be asked to publish your draft as either version 1.1 or version 2.0. If you add a file, your dataset will automatically be bumped up to a major version (e.g., if you were at 1.0 you will go to 2.0).

A summary of your actions will be recorded in the dataset Version Details table in the “Versions” tab on that dataset’s page, and in the file Version Details table on the file’s page. On the Versions tab of a dataset page, there is a versions table that displays the version history of the dataset. You can use the version number links in this table to navigate between the different versions of the dataset, including the unpublished draft version, if you have permission to access it.

There is also a Versions tab on the file page. The versions table for a file displays the same information as the dataset, but the summaries are filtered down to only show the actions related to that file. If a new dataset version were created without any changes to an individual file, that file's version summary for that dataset version would read "No changes associated with this version".

To view what has exactly changed starting from the originally published version to any subsequent published versions: click the Versions tab on the dataset page to see all versions and changes made for that particular dataset.

Once you have more than one version (can be version 1 and a draft), you can click the "View Details" link next to each summary to learn more about the metadata fields and files that were either added or edited. You can also click the checkboxes to select any two dataset versions, then click the "View Differences" button to open the Version Differences Details popup and compare the differences between them.

F. Publish Dataset

When you publish a dataset, you make it available to the public so that other users can browse or search for it. Once your dataset is ready to go public, go to your dataset page and click on the "Publish" button on the right hand side of the page. Once a dataset is made public, it can no longer be unpublished.

Whenever you edit your dataset, you can publish a new version of the dataset. The publish dataset button will reappear whenever you edit the metadata of the dataset or add a file.

Note: Prior to publishing your dataset the Data Citation will indicate that this is a draft but the "DRAFT VERSION" text will be removed as soon as you Publish.

For questions and data access requests please contact Nilam Prasai (n.prasai@cgiar.org) or Chris Gray (c.gray@cgiar.org)